

DIRECTOR OF CENTRAL INTELLIGENCE

Security Committee

SECOM-D-421

21 December 1978

MEMORANDUM FOR: Chief, Services Staff
Office of Training

FROM:

[redacted]
Executive Secretary
Room 3E05 Hqs, [redacted]

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SUBJECT:

Request for Use [redacted]
[redacted]

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1. The Director of Security, CIA in his role as Chairman of the DCI Security Committee requested assistance in arranging use of [redacted] for the day and night of Tuesday, 13 March and the day and night of 14 March 1979 to hold a working conference with members of the Security Committee and a few staff officers. The total party will number 25.

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2. Transportation - Plans call for departure from National Airport Tuesday morning 13 March and return Thursday morning 15 March. All 25 members of the party will fly round trip. Transportation should be available to take 13 members of the party from the airport to [redacted] and 12 members of the party from the airport to quarters and then to [redacted] site of the conference. Transportation for 12 members will be required to and from the [redacted] for meals since only 13 members of the party will dine at [redacted]

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One vehicle should be made available at [redacted] for residents.

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Transportation to the airport on the morning of 15 March will be needed for all.

3. [redacted] If possible, 13 members of the group will take meals at [redacted] and 12 will use the [redacted]

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Coffee and pastries would be desired at 10 a.m., 3 p.m. and for the evening sessions on both nights. Sandwich trays should also be available for evenings. Open honor bar should be available on the nights of 13 and 14 for the entire party of 25 people.

Breakfast will be required at [] on the morning of 15 March for 13 members and at the [] for 12 members. STAT
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STAT 4. Class Room Facilities: The class room/meeting room at [] should be equipped with a black board, chalk, erasers, vugraph projector and an easel with white tablet and colored magic markers.

STAT 5. Security and Courier Support: Material classified through Top Secret will be pouched to [] Secure storage for the material until the start of the conference is necessary. Safe cabinet (one) should be available at [] Material will be pouched back from the base to Agency headquarters. Arrangements should be made for either pick up of the material at [] the morning of 15 March or for delivery to [] registry by a member of the conference. STAT
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6. Billings: Office of Security, CIA FAN [] STAT

7. General: A tour of the facilities on the afternoon of 14 March would be appreciated.

No departures or arrivals are anticipated by any member of the group other than as mentioned above. There will be no outside speakers or guest lecturers for whom additional arrangements need be made.

Names and organizations will be provided as desired.

I understand that charges to OS will include [] per day per party member [] Extra charges made for mid-session coffee, pastries and the Honor bar will be at our expense. STAT
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You can contact me on [] or secure [] STAT
for additional details.

[] STAT

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